

Requirements for maintaining a healthy/sanitary environment for workers

From Governor Eric Holcomb's Executive Order [20-08](https://www.in.gov/gov/2384.htm) (<https://www.in.gov/gov/2384.htm>):

17. Social Distancing Requirements

For purposes of this Executive Order, the phrase, "Social Distancing Requirements" shall include maintaining at least six-feet of social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. With respect to Essential Businesses and Operations as well as businesses engaged in Minimum Basic Operations, they must take proactive measure to ensure compliance with the Social Distancing Requirements, including, where possible, the following:

a. **Designate Six-Foot Distances**

Designating with signage, tape or by other means, six-feet of spacing for employees and customers in line to maintain appropriate distance.

b. **Hand Sanitizer and Sanitizing Products**

Having hand sanitizer, and sanitizing products, readily available for employees and customers.

c. **Separate Operating Hours for Vulnerable Populations**

Implementing separate operating hours for the elderly and vulnerable customers.

d. **Online and Remote Access**

Posting online whether a facility is open and how best to reach the facility and to continue services by phone or remotely.

20. COVID-19 Information and Checklist for All Businesses/Employers

All businesses and employers, whether or not they are deemed to be essential under this Executive Order, are hereby ordered to take the following actions:

- a. Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.
- b. Actively encourage sick employees to stay home until they are free of fever (without use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- c. Ensure that your sick leave policies are up to date, flexible, and non-punitive in order to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough, or shortness of breath).

- d. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- e. Reinforce key messages to all employees (including stay home when sick, use cough and sneeze etiquette, and practice hand hygiene), and place poster in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- f. Frequently perform enhanced environmental cleaning of commonly-touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- g. Be prepared to change business practices, if needed, in order to maintain critical operations (e.g. identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).